

“Authorized Party” Access - Guest Tutorial

A UWGB student is able to grant parents and/or other guests access to view the financial account detail of their student account and ability to make online payments as an “Authorized Party”.

GUESTS who have been granted access as an “Authorized Party” have the ability to:

- View financial account information
- Make online payments to student’s account with credit card; debit card; or electronic check
- Can visit the Bursar website, www.uwgb.edu/bursar/billinginformation, for information on specific information such as due dates and policies and procedures
- No other student information (grades, class schedules, etc) will be viewable by Authorized Parties

UWGB Student grants “Authorized Party” access to parents and other guests through our online payment vendor Nelnet Business Solutions (NBS) by logging into their SIS account and clicking on “make a payment” link. Link will take Student to our online payment vendor NBS site where Student will complete steps to Authorize Party access.

- During setup of Authorized Party student will be prompted to enter an “authentication question”. Answer to question *must* be known to the Authorized Party.
- During setup of Authorized Party student must enter correct email address of the Authorized Party.

Authorized Party will receive an email from our online payment vendor Nelnet Business Solutions (NBS).

- NBS email will contain URL for Authorized Party to use when accessing Student’s account for making online payment with credit card; debit card; or electronic check and to view student’s financial account detail.
- Authorized Party must be able to enter in correct answer to the ‘authentication question’ created by student during setup process.
- Authorized Party will follow prompts on NBS website to complete authorized party setup.
- Authorized Party can save URL address for future reference and future online payments.
- If UWGB student granted Authorized Party access *ONLY* for making online electronic payments, then the Authorized Party will not see the student’s financial account detail.

NOTE:

There is a 2.75% convenience fee charged by our vendor NBS on credit card and debit card payment transactions.

There is no fee for electronic e-check payments.

*****REFUNDS*****

If a REFUND generates from an electronic online payment it will be refunded directly to the student through their UW-Green Bay student account on Student Information System (SIS).

Students may sign up to receive Refunds directly deposited electronically to their checking or

savings account.

Student will log into their SIS account and click on link to sign up for electronic refunds.

Refunds on paper checks need to be picked up by the student at the Bursar / Cashier window in the Student Services Building. Refund checks not picked up within 21 days will be mailed to the home address indicated on SIS.